



Margaret Donnellan Todd  
County Librarian

County of Los Angeles Public Library ■ [www.colapublib.org](http://www.colapublib.org)  
7400 East Imperial Hwy., Downey, CA 90242 ■ (562) 940-8400



May 26, 2009

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVE RESOLUTION AUTHORIZING THE PUBLIC LIBRARY  
TO REVISE FINES AND FEES FOR LIBRARY SERVICES  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

The Public Library is recommending Board of Supervisors approval of a resolution that will authorize the revision of its fines and fees for library services. The Public Library has not added or adjusted fines and fees for over ten years. Approval of the resolution will align County Public Library fines and fees with those currently in effect in nearby library jurisdictions and will help to ensure that library materials are returned in a timely manner so they are available to all people wanting to borrow them.

**AFTER THE PUBLIC HEARING, IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that proposed establishment and modification of Public Library fines and fees is for the purpose of meeting operational expenses and is therefore exempt from the provisions of the California Environmental Quality Act pursuant to Public Resources Code Section 21080(b)(8).
2. Approve the resolution authorizing the Public Library to revise its existing schedule of fines and fees as outlined in the resolution, including the establishment of a new fee for printing from public Internet computers with the first ten pages printed per day being free.



### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Public Library has not increased its fines and fees for library services since 1994. A recent review of fines and fees charged by the County Public Library confirmed that they are lower in comparison to those charged by neighboring library jurisdictions. Minimal fines and fees provide assistance in meeting operational expenses, and also serve to encourage library users to return materials in a timely manner, ensuring that they are available for all people wanting to borrow them.

Approval of the recommended increases in overdue fines (from 25¢ to 30¢ per day for adult materials and from 10¢ to 15¢ per day for juvenile materials), in combination with other minimal fee increases, as detailed in Attachment A of the resolution, will align County Public Library fines and fees with those currently in effect in nearby library jurisdictions. The recommended increases will also generate approximately \$153,000 in additional ongoing revenue, without discouraging library use.

The approval of the recommended actions will establish a 15¢ per page charge for printing from public Internet computers. This new fee will help contain rapidly rising costs for paper and toner cartridges. Hardware is currently being installed on a phased basis at community libraries which, where installation is completed, will allow each user to have ten free pages of printing per day with additional pages available for printing at 15¢ per page. At present, the Public Library has requested that customers limit themselves to ten printed pages based on an honor system. However, this has limited success. In Fiscal Year 2007-08, the Public Library spent \$314,000 in toner cartridges for computer printers. The implementation of the new printing structure, which will be enforced by computer software, is expected to reduce costs by discouraging the printing of unnecessary pages from the Internet. The Public Library projects to generate approximately \$200,000 in additional ongoing revenue from this new fee.

### **Implementation of Strategic Plan Goals**

Approval of the recommended actions is consistent with the County's Strategic Plan Goals in the areas of Operational Effectiveness (1) and Community and Municipal Services (4).

### **FISCAL IMPACT/FINANCING**

Overdue fines charged for adult materials will increase from 25¢ to 30¢ per day. Overdue fines charged for juvenile materials will increase from 10¢ to 15¢ per day. Processing fees associated with the replacement of lost library materials will increase from \$7.50 to \$10.00. The fee for replacing a library card will increase from \$2.50 to



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\$3.00. A fee of 15¢ per page will be charged for printing from public Internet computers with the first ten pages free of charge per day.

These recommended minimal revisions in fines and fees will generate a combined total of \$353,000 in ongoing revenues to finance library services. The Public Library will include this additional revenue as part of its Final Changes request to the Fiscal Year 2009-10 Proposed Budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The attached resolution has been approved as to form by County Counsel.

Education Code section 19160 provides that your Board may make rules and regulations governing the operation of the County Public Library. Government Code 660018 requires public hearing on the imposition or adjustment of Public Library fees. Notice of this hearing must be published for ten days in a newspaper regularly published once a week or oftener in accordance with Sections 660018 and 6062a.

On April 24, 2009, the Public Library requested the Executive Office of the Board of Supervisors to publish the public hearing in accordance with Sections 660018 and 6062a of the Government Code.

### **ENVIRONMENTAL DOCUMENTATION**

Because the proposed fines and fees will be adopted for the purpose of meeting operational expenses, the recommended actions are exempt from the provisions of the California Environmental Quality Act pursuant to Public Resources Code Section 21080(b)(8).

### **IMPACT ON CURRENT SERVICES**

The recommended increases in the Public Library's fines and fees will be in line with other library jurisdictions in the area. These fee levels are enough to encourage the return of borrowed materials and add revenue, while not discouraging customers' use. The Public Library will continue to grant authority to local staff to forgive various fines and fees in hardship cases.

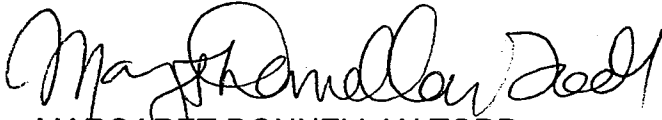
### **CONCLUSION**

Please return an adopted copy of this Board Letter and the resolution to the Public Library. In addition, please return to the Public Library a fully conformed copy of the resolution with original signatures.



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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Margaret Donnellan Todd". The signature is fluid and cursive, with the first name "Margaret" being the most prominent part.

MARGARET DONNELLAN TODD  
County Librarian

MDT:TM:MR:bf

Attachment (1)

c: Chief Executive Office  
County Counsel  
Auditor-Controller



**RESOLUTION OF THE BOARD OF SUPERVISORS  
AUTHORIZING THE COUNTY OF LOS ANGELES PUBLIC LIBRARY  
TO REVISE FINES AND FEES FOR LIBRARY SERVICES**

**WHEREAS**, the County of Los Angeles Public Library is a duly established "County Free Library" under Section 19100 of the Education Code of the State of California.

**WHEREAS**, the Public Library lends books and library materials free to residents of California based on loan periods and terms intended to make these items available to many library users.

**WHEREAS**, to meet operating expenses and to assure that books and materials are available to people wishing to borrow them, the Public Library imposes fines for overdue materials and refers long overdue accounts to the Treasurer and Tax Collector as a correspondence collection agency.

**WHEREAS**, these Public Library fines are consistent with those levied by other public library jurisdictions for similar use of privileges and materials.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Supervisors of the County of Los Angeles approve the following:

1. That the County Librarian revise the existing schedule of fines and fees for control of the use of books and other materials as described in Attachment A to this resolution.
2. That the County Librarian establish a fee for printing from public Internet computers with the first ten pages printed per day being free.
3. That this resolution takes effect 60 days from approval by the Board of Supervisors.

The foregoing Resolution was, on the \_\_\_\_ day of \_\_\_\_\_, 2009, adopted by the Board of Supervisors of the County of Los Angeles and ex officio the governing body of all other special assessment and taxing districts, agencies and authorities for which said Board so acts.

SACHI A. HAMAI, Executive Officer-Clerk of the  
Board of Supervisors of the County of Los Angeles.

\_\_\_\_\_  
Deputy

APPROVED AS TO FORM:

ROBERT KALUNIAN  
Acting County Counsel

By: \_\_\_\_\_  
Deputy



**RESOLUTION OF THE BOARD OF SUPERVISORS  
AUTHORIZING THE COUNTY OF LOS ANGELES PUBLIC LIBRARY  
TO REVISE FINES AND FEES FOR LIBRARY SERVICES**

**FINES**

	<b>CURRENT</b>	<b>PROPOSED</b>
<b>Overdue Fines</b>		
Adult Library Materials	25¢ per day	30¢ per day
Juvenile Library Materials	10¢ per day	15¢ per day

**FEES**

	<b>CURRENT</b>	<b>PROPOSED</b>
Processing Fee for Replacement of Lost Library Materials	\$7.50	\$10.00
Library Card Replacement Fee	\$2.50	\$3.00
Fee for Printing from Public Internet Computers	Ten free pages per Internet session (honor system only)	15¢ per page after the first ten pages per day (enforced by computer software)